

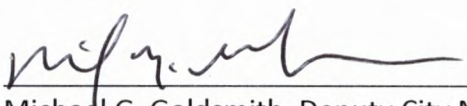


To the Honorable Council
City of Norfolk, Virginia

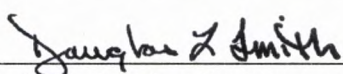
September 11, 2018

From: Mechelle B. Smith
Programs Manager/Project Director
Norfolk Criminal Justice Services

Subject: Acceptance of a grant award
from the Virginia Department of Criminal
Justice Services to the Norfolk Criminal
Justice Services Agency - \$1,205,529

Reviewed: 
Michael G. Goldsmith, Deputy City Manager

Ward/Superward: Citywide

Approved: 
Douglas L. Smith, City Manager

Item Number:
C-18

- I. **Recommendation:** Adopt Ordinance
- II. **Applicant:** City of Norfolk
- III. **Description**
This agenda item is an ordinance to accept, appropriate and authorize the expenditure of a grant for \$1,205,529 from the Virginia Department of Criminal Justices Services ("VDCJS") for the continued operation of Norfolk Criminal Justice Services ("NCJS") Agency.
- IV. **Analysis**
This grant award for the provision of continuous operations at the NCJS Agency, to include compensation and benefits for the employment of twenty (20) staff members.
- V. **Financial Impact:**
The total grant award is \$1,205, 529. There is no local cash match required for this grant.
- VI. **Environmental**
N/A
- VII. **Community Outreach/Notification**
Public notification for this agenda item will be conducted through the City of Norfolk's agenda notification process.

VIII. Board/Commission Action

The Norfolk Criminal Justice Board voted that no action is needed for noncompetitive, continual funding grants unless specified and required by the grantor.

IX. Coordination/Outreach

This letter has been coordinated with Norfolk Criminal Justice Services and the City Attorney's Office.

Supporting Material from the Norfolk Criminal Justice Services Agency:

- Ordinance
- Signed award letter

Form and Correctness Approved

By [Signature]
Office of the City Attorney

Contents Approved:

By [Signature]
DEPT. Executive

1000-18-577-0186577200-5501

NORFOLK, VIRGINIA

Pursuant to Section 72 of the City Charter, I hereby certify that the money required for this item is in the city treasury to the credit of the fund from which it is drawn and not appropriated for any other purpose.

RMR \$ 1,205,529.00 2275-a-7132-9329
8/22/18 \$ 158,932.00 2275-a-7133-9930
Director of Finance Account
Date 8/22/18

AMS 8/21/18

ORDINANCE No. 47,364

AN ORDINANCE ACCEPTING A GRANT IN THE AMOUNT OF \$1,205,529.00 FROM THE VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES FOR THE NORFOLK CRIMINAL JUSTICE SERVICES AGENCY FOR FISCAL YEAR 2019, APPROPRIATING AND AUTHORIZING THE EXPENDITURE OF THE GRANT FUNDS IN THE AMOUNT OF \$1,205,529.00, AUTHORIZING THE EXPENDITURE OF \$158,932.00 IN LOCAL FUNDING FOR THE NCJS AGENCY, AUTHORIZING THE EMPLOYMENT OF TWENTY (20) PERSONS FOR THE NCJS AGENCY AND PROVIDING FUNDS FOR THEIR SALARIES AND BENEFITS.

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a grant in the amount of \$1,205,529.00 from the Virginia Department of Criminal Justice Services (NCJS) for fiscal year 2019 to fund the Norfolk Criminal Justice Services (NCJS) Agency is hereby accepted

Section 2:- That \$1,205,529.00 in grant funds are hereby appropriated and authorized for expenditure for the NCJS Agency, if and when the funds are made available from the Virginia Department of Criminal Justice Services.

Section 3:- That \$158,932.00 in local funding heretofore-appropriated is hereby authorized for expenditure for the NCJS Agency from the Community Partnership Account No. 18554.

Section 4:- That the City Manager is hereby authorized to employ twenty (20) persons in the following job classifications in the NCJS Agency in special project employment status in the Executive Department, which persons shall be entitled to participate in health insurance programs made available to permanent, full-time City employees:

Executive Department

No.	Class Title	Position No.	Plan/Code
1	Programs Manager	5080	Plan 1/Grade 15
2	Program Supervisor	5076, 5083	Plan 1/Grade 13
13	Pretrial/Probation II	0719, 5073, 5074, 5077, 5078, 6508, 7468, 7469, 7470, 7932, 8975, 9080, 9425	Plan 1/Grade 11
3	Pretrial/Probation Officer I	5075, 5082, 6174	Plan 1/Grade 9
1	Full Time Administrative Technicians	9070	Plan 1/Grade 7

Section 5:- That the funds necessary for the payment of the salaries and benefits of the persons authorized to be employed by the City under Section 4 of this ordinance for fiscal year 2019, as well as other agency costs, are hereby authorized to be expended therefor from the grant funds in the amount of \$1,205,529.00, if and when the funds are received from the Virginia Department of Criminal Justice Services and from local funding to be provided in the amount of \$158,932.00 from the Community Partnership Account No. 18554.

Section 6:- That this ordinance shall be in effect from and after its adoption.

Adopted by Council September 11, 2018
Effective September 11, 2018

TRUE COPY
TESTE:

RICHARD ALLAN BULL, CITY CLERK

BY: _____
CHIEF DEPUTY CITY CLERK



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

June 25, 2018

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000

Mr. Douglas L. Smith
City Manager
City of Norfolk
810 Union Street, Ste. 1101
Norfolk, VA 23510-8001

Title: Community Corrections

Dear Mr. Smith:

I am pleased to advise you that grant number **19-W6354CC19** for the above-referenced grant program has been approved for a total of \$1,205,529 in General Funds.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Albert Stokes, Grants Manager, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. ***Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).***

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Paula Harpster at (804) 786-1140 or by email at paula.harpster@dcjs.virginia.gov.

Sincerely,

A handwritten signature in black ink that reads "Shannon Dion".

Shannon Dion

Enclosures

cc: Ms. Mechelle Smith, Project Director/Programs Mgr.
Ms. Christine Garczynski, Director of Finance
Ms. Paula Harpster, DCJS Monitor

Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

Statement of Grant Award/Acceptance

Subgrantee: Norfolk City

Date: June 20, 2018

Grant Period:

Grant Number:

From: 07/01/2018

Through: 06/30/2019

19-W6354CC19

Project Director	Project Administrator	Finance Officer
Ms. Mechelle Smith Project Director/Programs Mgr. City of Norfolk Community Corr/Pretrial 711 Granby Street Norfolk, VA 23510-2001 Phone: (757) 441-1413 Email: mechelle.smith@norfolk.gov	Mr. Douglas L. Smith City Manager City of Norfolk 810 Union Street, Ste. 1101 Norfolk, VA 23510-8001 Phone: (757) 664-4242 Email: city.manager@norfolk.gov	Ms. Christine Garczynski Director of Finance City of Norfolk 810 Union Street, Ste. 600 Norfolk, VA 23510-8004 Phone: (757) 664-4346 Email: christine.garczynski@norfolk.gov

Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$0	\$0	\$0
Personnel	\$0	\$0	\$0	\$0	\$0
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$1,205,529	\$0	\$0	\$1,205,529

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.

Shannon Dion

Shannon Dion, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this 31 day of July, 2018.

Signature:

Title:

Anthony J. L. Smith for Doug Smith
Deputy City Manager

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

For the Comprehensive Community Corrections Act Grant Program

Grantee: Norfolk City

Grant Number: 19-W6354CC19

Title: Community Corrections

Date: June 25, 2018

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - to use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
 - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
 - to comply with all relevant sections of the *Code of Virginia*.
 - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application;
2. Grant funds must be expended and/or obligated during the grant period. All legal obligations must be liquidated no later than 90 days after the end of the grant period. The grant recipient agrees to supply a final grant financial report and return all received and unexpended grant funds (exclusive of local match) to DCJS within 90 days after the end of the grant liquidation period.
3. The grantee agrees to submit, by the specified deadlines, quarterly financial and bi-annual progress reports as well as any other necessary reports requested by DCJS on forms provided by DCJS. DCJS may withhold disbursement of grant funds if reports are not submitted as required. In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. **No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than 30 days overdue.** For good cause, submitted in writing, DCJS will waive the provision.
4. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
5. Grantee may follow their own established travel rates if they have an established travel policy. If a grantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate: <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>: Transportation costs for air and rail must be at coach rates.
6. Within 60 days of the starting date of the grant, the grantee must initiate the project funded. If not, the grantee must report to DCJS, by letter, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the grantee must obtain approval in writing from DCJS for a new implementation date or DCJS may cancel and terminate the project and redistribute the funds.

Statement of Grant Award Special Conditions (Continued)

Grant No: 19-W6354CC19

7. The grantee assures that programs established, operated, and/or contracted with under the authority of the Comprehensive Community Corrections Act for Local-Responsible Offenders and the Pretrial Services Act will comply with all standards, regulations, and guidelines put forth by DCJS and any others that may be applicable. This includes but is not limited to, those stated in the "Minimum Standards for Local Community-based Probation" and the "Minimum Standards for Pretrial Services."
8. **No amendment to the approved budget may be made without the approval of DCJS. No more than two (2) budget amendments will be permitted per year. Budget amendments must be requested using the online Grants Management Information System (GMIS), accompanied with a narrative. The deadline for all budget amendments to be submitted will be 45 days prior to the end of the grant period.**
9. All funds utilized for the purpose of providing pretrial services as outlined in Article 5 (§[19.2-152.2](#) et seq.) of Chapter 9 of Title 19.2 or probation services as outlined in Article 9 (§[9.1-173](#)) et seq. of Chapter 1 of Title 9.1 of the *Code of Virginia* shall be subject to audit in accordance with the Virginia Auditor of Public Accounts guidelines. The grantee agrees to forward to DCJS a copy of any financial and programmatic audits of this grant award.
10. All purchases for goods and services must comply with local established written procurement policies. If a grantee does not have an established written policy, then they must adhere to the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. Any exemption to this regulation requires the prior approval of DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to DCJS.
11. Acceptance of this grant award by the local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; assuring full cooperation with DCJS for information technology issues related to the automated case management system (PTCC); and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
12. **PROJECT INCOME:** Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: service fees; supervision/intervention fees; client fees; usage or rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
13. Each participating locality must be represented by a Community Criminal Justice Board (CCJB) to serve as an advisory body to the local governing body on matters pertaining to local criminal justice issues. The composition of the CCJB is specified in 9.1-178 of the Code of Virginia. Report any changes in membership to DCJS.
14. Local funds and fees supplementing salaries or any other area in the budget should be shown in the match column of the itemized budget under CASH for each line item.
15. Employees, full or part-time, under CCCA and PSA programs shall not serve in any paid consultant capacity for the program by which they are employed.
16. All changes within budget categories of the Consultant's line are subject to the same DCJS approval process that applies to the overall grant.

Statement of Grant Award Special Conditions (Continued)

Grant No: 19-W6354CC19

17. The grantee understands that it is the responsibility of the Project Administrator to oversee the management of the grant award.
18. The grantee understands that the continuation and/or level of funding will be based on the availability of funds, the performance of the project in meeting its targets, goals and objectives, and the recipient's compliance with the grant requirements and conditions.
19. The grantee will submit grant financial and progress reports required by DCJS. These shall be submitted to DCJS on the 12th working day following the close of each quarter. Reports are required even if no expenditures have occurred.
20. The grantee will submit data and reports required by DCJS with the Quarterly Progress report.
21. The grantee will comply with the automated data collection and case management system (PTCC) requirements and fully use PTCC as directed by DCJS. Full usage means entering data in all fields in PTCC.
22. The grantee assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records, as DCJS shall prescribe, shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
23. All agencies must have a signed Memorandum of Understanding (MOU) for the Pretrial and Community Corrections Case Management System (PTCC) between the administrative agent and DCJS.
24. If the agency director/primary contact person will be out of the office for an extended period of time (planned or unplanned) or if the agency is going through a management transition due to a director/primary contact vacancy, DCJS must be notified of the effective dates, name, title, phone number and email for an alternative contact for daily operations by sending an email to CCCAPSA@DCJS.VIRGINIA.COM as soon as possible.
25. Prior to DCJS disbursing funds, the Grantee must comply with the following special conditions:
 - a) By August 1, 2018, please revise and resubmit the FY2019 Grant Application face sheet to: (1) remove total local funds from the "Local Match" column; (2) list total local funds that support each separate project (probation and pretrial) on the bottom line in the corresponding column only as stated in the Grant Application Guideline on page 12; and (3) revise the Project Budget section to match the required adjustments to the itemized budget.
 - b) By August 1, 2018, revise and resubmit the FY2019 itemized and narrative budget to include \$4,350 in training funds and label accordingly per the Grant Application Guidelines on page 17.
 - c) By August 1, 2018, submit the agency updated and approved Standard Operating Procedures (SOP) for local probation. Provide the approval letter to Grants Administration and the SOPs in an electronic format to your Grant Monitor.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

NOTICE

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000

To: Grants Project Administrator

From: Albert Stokes, DCJS Grants Manager

Re: Post Award Instructions and Reporting Requirements
PLEASE READ VERY CAREFULLY

☐ **GRANT AWARD AND SPECIAL CONDITIONS:**

Please review your Award and Special Conditions very carefully. *Pay attention to the last Special Condition listed. This Special Condition may require additional documentation from you before grant funds can be released.* Sign and date the grant award acceptance and submit any Special Condition documentation by mail or email to:

Office of Grants Management
Attn: Albert Stokes, Manager
Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219
grantsmgmt@dcjs.virginia.gov

☐ **REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit online quarterly progress and financial reports for this grant throughout the grant period, as well as final reports to close the grant. **No eligible current recipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

Financial reports and progress reports are due no later than the close of business on the 12th working day after the end of the quarter. Reports are required even if no expenditures have occurred during the quarter. **Requests for Funds will not be honored from grant recipients who do not fulfill this reporting obligation.** A schedule of due dates is also attached for your reference.

☐ **PROGRESS REPORTS FOR DCJS**

Refer to our website: <http://www.dcjs.virginia.gov/> for submitting progress reports through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. You are required to use the online system to submit your progress reports.

Paper copies of Progress Reports are no longer accepted.

☐ **FINANCIAL REPORTS**

Refer to our website for submitting financial reports through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

Paper copies of the financial reports are no longer accepted. You are required to use the online system in reporting your expenditures.

☐ **REQUESTING GRANT FUNDS**

Refer to our website for requesting funds through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. *Please note you can access this system using the same password assigned for the online financial reporting system. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

You are required to use the online system for requesting funds.

☐ **BUDGET AMENDMENTS**

Budgets can be amended in most DCJS grant programs with prior approval. Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. Refer to our website for amending budgets through our online Grants Management Information System (GMIS). *Please note again that you can access this system using the same password assigned for the online financial reporting system. This process can take up to (30) days for approval.

The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

Paper copies of the Budget Amendments are no longer accepted! You are required to use the online system for submitting budget amendments.

**PROJECTED DUE DATES
FINANCIAL & PROGRESS REPORTS**

*Reports are due by the **12th working day** following the close of the quarter covered in the report.*

- **Financial reports are required quarterly, even if no expenditures have occurred.**

<i>QUARTER ENDING</i>	<i>DUE DATE</i>
9/30/2018	10/17/2018
12/31/2018	1/17/2019
3/31/2019	4/16/2019
6/30/2019	7/17/2019
9/30/2019	10/17/2019

Please contact the appropriate DCJS staff person if you need assistance with the following:

- **Financial Reports and Request for Funds** – DCJS Fiscal Services Manager, Bill Dodd, at 804/371-0638 or bill.dodd@dcjs.virginia.gov
- **GMIS** – Complete and send an email to grantsweb@dcjs.virginia.gov citing the error message received, to request assistance from the GMIS IT Specialist, DeAndrea Williams.
- **Progress Reports and Other Requests** – your assigned DCJS Grant Program Monitor.
- If you have general questions, please contact Beverly Johnson at (804) 786-9055 or by e-mail at beverly.johnson@dcjs.virginia.gov.



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Grant Application

FY2019

Grant Program:	<i>Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA)</i>	Congressional District(s)	3 rd Congressional District
Applicant:	City of Norfolk, VA	Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	54-6001455	Best Practice?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Jurisdiction(s) Served:	Norfolk, VA		
Program Title:	<input checked="" type="checkbox"/> Community Corrections <input checked="" type="checkbox"/> Pretrial Services	Certified Crime Prevention Community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Period:	July 1, 2018 – June 30, 2019	DUNS NUMBER:	074740069
Type of Application:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation of Grant Number <u>18-S6354CC18</u> <input type="checkbox"/> Revision of Grant Number _____		<input type="checkbox"/> Rural <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban

Project Director		Project Administrator		Finance Officer	
Name:	Ms. Mechelle B. Smith		Mr. Douglas L. Smith		Christine Garczynski
Title:	Project Director, Programs Manager		City Manager		Director, Finance
Address:	711 Granby Street Norfolk, VA 23510-2001		810 Union Street, Suite 1101 Norfolk, VA 23510-8001		810 Union Street, Suite 600 Norfolk, VA 23510-8004
Include Zip + 4					
Phone:	(757) 441-1413, ext. 317		(757) 664-4242		(757) 664-4346
Fax:	(757) 441-1418		(757) 664-4239		(757) 664-6064
E-Mail:	mechelle.smith@norfolk.gov		city.manager@norfolk.gov		christine.garczynski@norfolk.gov

Signature of Project Administrator:

[Handwritten Signature: Douglas L. Smith]

Brief Project Description:

The Norfolk Criminal Justice Services (NCJS) agency is a City of Norfolk, community-based, corrections agency established under the authority of the Comprehensive Community Corrections /Pretrial Services Acts in §9.1-173 through §9.1-183 of the Code of Virginia. The agency offers Norfolk's judiciary cost-effective alternatives to incarceration that enhances public safety and productive citizenry through the provision of pre (Pretrial) and post-trial (Local probation) community supervision, case management, service referral, and court compliance.

Project Budget	DCJS Funds		Local Match	Total Requested
	Local Probation	Pretrial Services		
Personnel	\$568,144.00	\$553,690.00	\$0.00	\$1,121,834.00
Consultants	\$500.00	\$750.00	\$0.00	\$1250.00
Travel	\$2,025.00	\$1,727.00	\$0.00	\$3,752.00
Equipment	\$8,145.00	\$7,971.00	\$0.00	\$16,116.00
Supplies/Other	\$29,671.00	\$32,906.00	\$0.00	\$62,577.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total Requested	\$608,485.00	\$597,044.00	\$0.00	\$1,205,529.00
Local Funds	\$91,790.00	\$67,142.00	\$0.00	\$158,932.00
Fees	\$0.00	\$0.00	\$0.00	\$0.00